

# **EXECUTIVE ASSISTANT TO THE COUNTY HUMAN RESOURCE DIRECTOR**

**Salary: up to \$39,500**

**Full-time with Benefits**

The Executive Assistant to the County HR Director performs highly complex administrative support tasks to further the overall work of the Warren County Department of Human Resources (HR). The EA coordinates the maintenance of and prepares departmental financial, payroll, purchasing, personnel and attendance records utilizing the county HRIS and timekeeping systems. The incumbent serves as administrative assistant to the County Director of Human Resources, and maintains and updates personnel records by processing reports of personnel changes daily. The work is performed under the general supervision of the County Director of Human Resources with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The ability to maintain confidentiality is essential to this position.

## **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Human Resources, Organizational Behavior, Business, or a closely related field with similar course curriculum and at least two (2) years of full-time paid experience, or its part-time equivalent, working in a Human Resources department or working with employee benefits programs, and the technical and operational aspects of Human Resources practices; or
- B. Graduation from high school or possession of a high school equivalency diploma and at least six(6) years of full-time paid experience as defined in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).
- D. A PHR designation is desirable.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

**Must be a resident of Warren or a contiguous county.**

## **CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION, RESUME AND LETTER OF INTENT TO:**

Jackie Figueroa, SPHR - County Human Resources Director  
1340 Route 9 - Lake George, New York 12845

Warren County is an EOE/AA employer

**Applications are being accepted until September 18, 2015**

Applications may be obtained at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)